

**CSU STANISLAUS
UNIVERSITY BUDGET ADVISORY COMMITTEE
MARCH 21, 2014**

SUMMARY NOTES
(Approved March 28, 2014)

Present: Ms. Eileen Hamilton, UBAC Chair; Mr. Carl Whitman (via phone), UBAC Associate Chair/AVP; Professor David Lindsay (FBAC); Professor Paul O'Brien (Sociology); Professor Stuart Wooley (Biology); Ms. Mariam Salameh (ASI President); Mr. Marvin Hooker (ASI Vice President); Alissa Aragon (Staff/Campus Life); Ms. Lori Phillips (Staff/CAHSS); Dean James Tuedio (CAHSS); Director Julia Reynoso (Facilities Planning); Budget Manager Michelle Legg (non-voting); Ms. Julia Fahrenbruch (non-voting/volunteer).

Chair Hamilton called the meeting to order at 1:40 p.m. Action: It was moved and seconded to approve, as distributed, the draft March 7, 2014 summary notes. The motion passed unanimously.

UBAC MEETING SCHEDULE CONFLICTS

April 18 – Due to a potential conflict with the Staff Recognition Awards Program, Chair Hamilton indicated committee members would be contacted via email to determine an alternative meeting date/time.

May 9 – Due to a potential conflict with Warrior Day, Chair Hamilton suggested waiting until UBAC discussions have moved further along before deciding whether to retain or change this meeting date.

FACULTY AFFAIRS AND HUMAN RESOURCES

Vice President Dennis Shimek reviewed the 2014-2015 preliminary budget priorities for Faculty Affairs and Human Resources as outlined in the document distributed to UBAC prior to the meeting. VP Shimek pointed out that these programs are closely linked with risk management and have the potential to create significant financial liability issues if not properly addressed. He also emphasized that the programs presented are intended to be campuswide and to support the mission of the University, and the priorities were developed based on consultation with campus constituent groups and committees, as well as CSU and campus policy requirements.

Priority 1: Staffing is required to administer the campus compliance and labor relations program along with support personnel in Faculty Affairs & Human Resources units to provide timely and professional services to support the campus mission. VP Shimek reviewed the various areas related to compliance policy/programs and personnel/labor relations, as well as services the Faculty Affairs staff provide to several committees of the Academic Senate, noting that all of those have been identified by the Chancellor's Office and campus risk management as areas for high-risk exposure and significant cost.

Priority 2: Staffing is required to support both the campus diversity and training program plans. VP Shimek reported that a campus committee on diversity prepared a statement that was shared with multiple campus groups and various program activities and events were subsequently identified. Staffing is needed to work with that committee and to advance all the training associated with the diversity and other efforts, including on-line training programs.

Priority 3: Staffing is required to administer a campus health and wellness program. VP Shimek pointed out that President Sheley previously identified the need to develop an integrated campus community health initiative, noting that he and VP Espinoza co-chair a committee to consider an expanded campus health and wellness program for faculty and staff. Support for on-site psychological counseling for faculty and staff was identified as a critical need; similar services for students also have been discussed. The need for active administration of the campus employee assistance program, which is provided via an off-site service for referrals, also was identified.

Priority 4: Staffing is required in order to provide timely and professional services for temporary employment services. VP Shimek identified the need for a dedicated person to perform various functions related to the student employment pool, the temporary staff/emergency employment pool, and for the processing of consulting agreements.

In response to questions from Professor Wooley regarding the number of staff being requested, VP Shimek offered the following with the understanding that this represents his best guess at this time: Priority 1=two positions; Priority 2=one position; Priority 3=one position (or a fractional position depending on funding); and Priority 4=one position.

ENROLLMENT AND STUDENT AFFAIRS

Vice President Suzanne Espinoza reviewed the 2014-2015 preliminary budget priorities for Enrollment and Student Affairs as outlined in the document distributed to UBAC prior to the meeting. VP Espinoza said that all of their priorities represent positions and noted that, ultimately, if their requests turn out to be more than the University can afford, she would have to go back and reevaluate these priorities.

Priority 1: Budget Support (Analyst). VP Espinoza reported that this position, which was recently filled, is responsible for managing the budget from a centralized perspective and helps to lead and support budget staff in the different departments; responsible for reviewing, evaluating, and managing all resources. In response to questions from Dean Tuedio as to whether this is a position upgrade or a new position, VP Espinoza said she envisions this as a new dedicated position.

Priority 2: Psychological Counselors. VP Espinoza reported that this request would convert the new counselor position (received last year) to permanent base funding, rather than temporary; extend the part-time counselor to full-time (from 3 days to 5 days a week); and add a full-time counselor to backfill for the counselor who will be participating in the FERP program beginning this summer.

Professor O'Brien asked if they are thinking about Unit 3 hires for the counselors, noting that the debate in the Academic Senate focused on the importance of having some positions in Unit 3? VP Espinoza responded that they recently met with the Senate Executive Committee so that they could look at the programs and services currently offered and the issues and concerns presented by students, and then evaluate what makes sense in terms of the professional services. She said it could be a mix of tenure and non-tenure positions. In response to Chair Hamilton, Director Berkow said they have two twelve-month counselors, one tenured full-time counselor who will FERP (1/2 time), and one part-time (3 days a week) counselor for over 9,000 students. Professor O'Brien said that the counselor group's standard staffing ratio of one counselor to every 1000-1500 students would indicate the need for six counselors; the International Association of Counseling Services accrediting standard.

Priority 3: Student Advising Needs. VP Espinoza reviewed the needs in this area as follows.

- *Academic Advising*—This item serves as a “placeholder,” as they are currently in discussions with campus constituent groups and the Academic Senate regarding the best campus model to adopt (e.g., college-based or more centralized advising).

ASI President Salameh asked if funding to restructure advising is included as well? VP Espinoza responded that it would depend on the outcome of their conversations. What is on the table now is whether we should expand centralized advising tools or consider having a different model, more like a business model where advising is attached to the colleges; that will have funding implications. In response to questions from Chair Hamilton, it was noted that the advising resource center currently has 8 positions. VP Espinoza pointed out that the advising center is comprised of departments that were at one point separate (e.g., EOP, Career Counseling, Academic Advising, Promise Scholars).

Regarding faculty advising, Provost Strong pointed out that faculty has the responsibility to do advising, which they take very seriously; each department has protocols about how faculty will deliver advising. It has become an issue across the country because of concerns about student success. He noted that trying to take a hybrid model and integrate it into effective and efficient advising for students is a challenging endeavor that the campus has been working on for many years.

- *Veteran's Coordinator*—This function is performed on an ad hoc basis. During the past year, the campus identified space for programming and a student lounge. The preference is to identify a dedicated position to provide student programming support and to liaison with other veteran's offices.

In response to questions from Professor O'Brien, VP Espinoza said they currently have several people in the Registrars Office and one person in Academic Advising who help with this activity, but were never directly assigned to perform this function; the preference is to get a dedicated person, rather assigning it as an overload. In response to questions from ASI President Salameh, VP Espinoza said they do have grants that are written by people interested in services for veterans, but also noted that the person hired could be tasked with the responsibility to do that in a more consistent way.

- *Student Leadership and Development*—This request is for an additional professional staff member to assist with new student orientation, management of student clubs and organizations, student leadership program development, and programming/administrative support for the Faculty Mentor Program.

Priority 4: Dean of Students, Judicial Affairs Support; Assistant Dean of Students; and Administrative Support. VP Espinoza reported that these positions have related duties. A Judicial Affairs Officer was added last year. An increase in staffing is being requested to allow for appropriate follow up with student discipline cases, to better respond to student emergencies or students in distress, and to provide dedicated administrative support to the Dean of Students and Office of Judicial Affairs in managing the various office functions and tracking documentation.

Priority 5: Enrollment Services. VP Espinoza reported that two ASAI positions are being requested; one in the Registrar's Office and the other would be responsible for degree audit and KnowledgeLake (document management software) functions. She pointed out that they began with a much larger list and spent a lot of time discussing the issues and distilled it down to these two very critical positions.

In response to ASI Vice President Hooker's question about the number of staff requested, VP Espinoza gave the following tentative estimates: Budget=1; Psychological Counselors=3; Academic Advising=3; Veterans=1; Student Leadership & Development=1; Dean of Students=2; Enrollment Services=2.

In further discussions, Ms. Salameh raised questions about enhancing career development on campus. VP Espinoza responded that this issue was on their priority list last year and they did get two positions, however, it has taken some time to get through the hiring process; they are interviewing right now. She said they had conversations about whether now is the time to ask for additional positions, but given the urgency of the other requests it did not end up on the final list; hoping to make progress with the two being hired and also looking at this as a standalone function.

In response to Ms. Phillips question about dedicated funds for staff travel to conferences for professional development, VP Espinoza said they have some flexibility in the current budget for that, so she was unwilling to come forward and ask for resources they may already have; an examination by the budget analyst is required. She noted that during the past couple years certain topics have been identified where they would like to bring people in to provide training, as the resources are insufficient to send staff to everything they might like to for that training.

Dean Tuedio noted that two sorts of things are being asked for—one relates to compliance and risk issues and the other to support services, growth, and nurturing. He asked how they see those priorities in a situation where the pie is small and the aspirations are large? VP Espinoza acknowledged that they probably have asked for more than they can get, but also noted they are still in a position of reevaluating what they can live without—putting ourselves in a position to meet requirements will be a priority; these are actual gaps that we have, but if we only get half or a third we would then reevaluate our needs.

VP Shimek also pointed to a real need on campus for the services offered by his division to be efficient, professional, and timely. He said that others might look at his list of priorities and say that this one should be your first priority, but at the same time he has to look at the compliance part and determine where that balance is relative to the risk exposure that also has a cost, and it can be a tremendous cost. VP Shimek said he will be consulting with the risk management office and the risk management committee to make sure we are not exposing the campus to unnecessary risk due to inadequate staffing. In response to Ms. Phillips questions, VP Shimek said that career development and other types of training programs are included within FA&HR priorities. He pointed out that the President has allocated funds for career training and development, as well as funds for the Faculty Development Center training programs for department chairs.

COMMITTEE DISCUSSION

Professor O'Brien said he would like to see all the proposals/presentations before having a discussion and making some decisions. He also would like to see how many staff each division is requesting, as it might be interesting to have some idea of their overall staffing so we know (for example) whether five is a lot to ask for or not; maybe get that in a percentage.

Dean Tuedio agreed that the Committee doesn't have a lot to say or ask until we digest all of the information. He pointed out that many areas lost a lot of positions and we are not restoring back to where we were, but we also need to be able to do effectively what is identified as a priority. Ms. Aragon also commented on the importance of differentiating between something we have to do versus what we need/want to do. Professor O'Brien said that the Committee might want to bring the vice presidents back for that discussion. He noted that not everyone's wishes can be fulfilled, but he would like to see that prioritized.

Provost Strong asked for clarification as to what the Committee is asking for, noting that if priority number one is considered the top priority and everything follows sequentially there might still be differences within each priority—for example, the overall category of hiring staff might be the second highest priority that he would recommend within a particular priority. Dean Tuedio commented on the need to understand the relative importance of the different kinds of requests within divisions and across divisions, but noted that the Committee should not get into the detail of how that is accomplished.

In further discussions, Chair Hamilton concurred with Provost Strong's comment that UBAC's scope or focus is on dealing with net new money to the budget and not reallocating the existing budget. Provost Strong acknowledged that there might be opportunities to do things differently to some degree, especially in larger divisions, but that is within the scope of the vice presidents or divisions.

ADJOURNMENT—The meeting adjourned at 2:30 p.m.